

## ***Administrative Assistant -- Early Childhood Program***

**Apply Online**

Category: **Regional Planning Commission/Administrative Assistant**

Date Posted: **7/11/2019**

Location: **1776 E. Washington Street (Brookens Building)**

Date of Availability: **As soon as possible.**

Date Closing: **Until filled**

### Administrative Assistant

Champaign County Regional Planning Commission is seeking an Administrative Assistant to join our Early Childhood Team. Champaign County RPC is a people-focused agency made up of over 100 programs designed to generate possibilities for all within our community. A great deal of planning goes into creating opportunities where people can succeed on their own, and RPC is doing that work. From analysis to policy guidance to offering services to our communities, RPC's people plan for people.

The Administrative Assistant is responsible for providing support to the Early Childhood Division Director and Managers, and performing general office duties for department staff, including typing of reports, grants, and other general correspondence, performs general data entry utilizing a variety of computer software programs, answers phones and schedules meetings and appointments. The Administrative Assistant also maintains operation of the data systems and compiles the annually required Head Start Program Information Report.

**This is an excellent opportunity for a self-starter to work autonomously and provide ideas for continuous improvement projects.** Candidates must be highly skilled with computer systems and interested in how technology can improve current and future processes. Additionally, our future team member must be able to communicate effectively, verbally and in written form, with our diverse population of clients and community partners. A writing sample will be required during the application process.

The job description may be viewed at <https://ccrpc.org/jobs/job-descriptions/>.

Hours: 8:00 a.m. – 4:30 p.m., M-F

Status: Full-Time/Year-Round/52-Weeks

Pay Grade: Non-Exempt/3

Starting Wage: \$17.79 - \$19.00

- Minimum Requirements: At a minimum, High School Diploma or GED equivalent. Associates Degree preferred.
- At least three years of administrative assistant or clerical experience, preferably in an education environment.
- Bilingual (English and Spanish) with the ability to fluently converse and write in Spanish.
- At least one year of fiscal experience preferred.
- Experience working with diverse populations preferred.

- Must meet all requirements of Illinois Department of Children and Family Services.
- Use oral and written communication, and interpersonal and management skills necessary to effectively communicate with staff, relate to children, families, and community agencies
  - Ability to work in a fast-paced work environment
  - Must be able to adjust to change frequently
  - Work independently and meet strict deadlines
  - Utilize modern office procedures, equipment, software and web-based applications
  - Make routine computations, enter data accurately, and communicate messages accurately and efficiently.
  - Ability to use email, spreadsheets, database and word processing software as well as web-based applications
  - Learn new computer software programs and attend training in other areas of job knowledge deemed necessary by supervisor
  - Coach staff on reports, data systems, etc.
  - Solve and analyze problems
  - Self-reflect on performance and services
  - Organize office area, projects, documents, meetings, etc.
  - Manage time to meet deadlines, work duties, and work schedule
  - Travel to meetings, training, service delivery, and other work sites
  - Ability to lift 50 pounds.
  - Travel 5% of work week

Competitive benefits, health insurance, dental insurance, retirement, tuition reimbursement, high-quality programming, and great work environment!

Applicants may apply at: [www.ccrpc.org/rpcjobs](http://www.ccrpc.org/rpcjobs)

CCRPC is EEO/AA/ADA employer.

**PEOPLE. POSSIBILITIES.**